

**Income Maintenance Advisory Committee
Department of Health and Family Services
Division of Health Care Financing
March 18, 2004
*Minutes***

County Attendees: **Gary Bailey**, Rock Co.; **Jackie Bennett**, Racine Co.; **Lynn Brenner**, Calumet Co.; **Sheila Drays**, Dodge Co.; **Joanne Faber**, Washington Co.; **Jane Huebsch**, Marathon Co.; **Ed Kamin**, Co-Chair, Kenosha Co.; **Shirley Kitchen**, Dodge Co.; **Kathi Madsen**, Douglas Co.; **Chris Machamer**, Waupaca Co.; **Michael Poma**, Milwaukee Co.; **John Rathman**, Outagamie Co.; **Felice Riley**, Milwaukee Co.; **Shirley Ross**, LaCrosse Co.; **Sue Schmitz**, Waukesha Co.; **Sara Shakleton**, Dane Co.; **Sheryl Siegl**, Winnebago Co.

State Attendees: **Pris Boroniec**, DHFS; **Mary Claridge**, DHFS/DMT; **Curtis Cunningham**, DHFS/OSF; **Kathy Draves**, DHFS/DMT/BFS; **Sara Edmonds**, DHFS/BHCE; **Janet Even**, DHFS/BHCE; **Brian Fangmeier**, DHFS/BIMA; **Theresa Fosbinder**, DHFS/BHCE; **John Haine**, DHFS /BIMA; **Essie Herron**, DHFS/BIMA; **Vicki Jessup**, DHFS/BIMA; **Jim Jones**, DHFS/BHCE; **Julie Loebel**, DHCFBHCE; **Bob Martin**, DHFS/BHCE; **Cheryl McIlquham**, DHFS/BHCE; **Mike McKenzie**, DHFS/BHCE; **Amy Mendel-Clemens**, DHFS/BHCE; **Barb Mikkelsen**, DHFS/BHCE; **Scott Riedasch**, DHFS/BHCE; **Evie Ryan-Tondryk**, DHFS/BHCE; **Staci Wanty**, DHFS/BHCE; **Rick Zynda**, DHFS/BIMA

Administrative Items

- ◆ February minutes were approved without modification.
- ◆ A suggestion was made to discuss the third party liability process at an upcoming meeting.

Visions Presentation

Dave Titus, Director of Dodge County Human Services, spoke about the Visions task force that was developed to discuss options for replacement of Wisconsin's current system for funding all human and social service programs. The task force started with the premise that locally run human service departments are the most effective and efficient way to deliver human service programs. See attached documents.

Two sub-groups have been formed:

- ◆ **Data Reporting**- this subgroup will develop a survey instrument with clear instructions about how county governments are to report their expenditures.
- ◆ **Transitional Funding**- Conduct analysis and prepare recommendations for funding restructure in the 2005-2007 biennial budget.

Sub-Committee Reports

Training and Technical Assistance

The workgroup is exploring distance learning strategies and has identified several issues for discussion at a future IMAC meeting:

- ◆ When should training be deemed “mandatory”?
- ◆ How can worker and management buy-in for distance learning be achieved?

See attached handout for additional information.

W-2 Contracts and Implementation

Future membership on this subcommittee will be changing as several members are planning to retire this year. The group recently submitted several formal recommendations as follows:

- ◆ Parallel the Child Care review process to the review process used in the Food Stamp program.
- ◆ DOA and DHFS can/should better coordinate around the energy program.
- ◆ FSET (Food Stamp Employment and Training) issues need to be analyzed.

IMAC Membership Proposal

The group reviewed and discussed the membership proposal that had been distributed at the February meeting. Suggestions for modification included the following:

- ◆ Remove local co-chair three-year term contingency.
- ◆ WCHSA should not only appoint official members, but also an alternate designee (back-up) in case the member is unable to attend a meeting.
- ◆ WCHSA will appoint membership such that there is equal representation of regions and agencies sizes.
- ◆ Co-Chairs were to consider suggestions, discuss, revise, and bring back to a future IMAC meeting.

IT Conference

The Information Technology Conference is scheduled for Wednesday June 9, 2004 (from 9:30am -3:30pm) at the Wausau Plaza Hotels and Suites. DHFS, DWD and DOA will sponsor the conference. The conference will be geared toward attendees that are either an agency IT representative or lead worker/supervisor. There has been discussion about using Pathlore for registration, and limiting the number of attendees to two per agency (with exceptions for large counties). The plan is to have a keynote speaker and then booths on the following topics:

- ◆ Web connectivity
- ◆ WAM (Web Access Management)
- ◆ Host on Demand
- ◆ CARES worker web
- ◆ Self-service tools (Program participation grant)
- ◆ Distance learning
- ◆ CSAW (Child Care Statewide Access Wisconsin)
- ◆ Electronic case filing

There will be very few paper handouts, but rather a URL that staff can access for additional information.

Next Meeting

The next IMAC meeting will be held on Thursday April 15, 2004 at Fen Oak. It was requested that at the next meeting DHCF provide an update on the upcoming BadgerCare verification changes.

HANDOUT FROM DAVE TITUS ON BEHALF OF THE VISIONS TASK FORCE

VISIONS PROPOSAL

Guiding Principles

Visions is a proposal to overhaul the current system for funding county administered human service programs in Wisconsin. Several other groups are and will be looking at reforming various human service program areas. The following Guiding Principles are intended to guide these groups in the development of the funding mechanisms for each program area.

- The human/social service system will be publicly administered at the local level.
- There will be consistent statewide expectations in all human service program areas, with clearly defined quality outcomes to be achieved and clearly established criteria for measuring achievement of these outcomes. The obligations of the state and counties will be clearly defined.
- There will be consistent statewide criteria that defines what functions counties are required to provide and who will be entitled to receive services. This may include functional* and financial eligibility criteria for the program area, with funding included to do these eligibility determinations. A court ordered service or placement assumes the individual is eligible for service. .
- Actuarial sound rates will be developed through an independent rate setting process to provide average rates per person or function with annual revision based on actuarial sound data.
- Funding formulas will also be developed to address needs that can't be measured by person or function (e.g., Prevention Programs, Information and Referral, etc.).
- Funding sources will be integrated to the degree possible to reduce gaps in service and provide flexibility in meeting individual needs.
- All rates will be funded through an agreed upon percentage split between state and counties.
- Eligibility and/or mandated functions will be impacted by the level of state and federal funding available. Rates will reflect the cost of providing services, independent of available funding. Rates should never be adjusted to fit available funding. If there is insufficient funding to serve all eligible individuals at established rates, legislative action will be required to increase funding, or adjust functional or financial eligibility, mandated

county functions or entitlement criteria based on input from counties, advocates and the department.

- The system will retain the ability of counties to provide and pay for services to individuals that do not meet the state eligibility criteria if they so choose.
- The system will encourage and support consumer centered care.
- The system will remove any disincentives to collaboration.
- All citizens of the state should be guaranteed the same basic level of services. Therefore, full implementation of these concepts in any particular program area will occur statewide within specified timeframes.

HANDOUT FROM DAVE TITUS ON BEHALF OF THE VISIONS TASK FORCE

EXECUTIVE SUMMARY

This proposal to overhaul the current system of funding human services in Wisconsin is based upon several key assumptions:

- ◆ The current system for funding human/social services in Wisconsin is broken.
- ◆ Taxpayers as well as consumers of human/social services are frustrated by the lack of any clear answer as to who is ultimately responsible for service decisions between the state and the counties.
- ◆ There is no consistent, coherent statewide policy regarding who should receive publicly funded human/social services in Wisconsin.
- ◆ The current system of block grants the state provides counties have no real correlation to utilization or cost of providing services.
- ◆ The state receives incomplete information regarding what outcomes it is paying for with the current block grants.
- ◆ Despite all of its current faults, a publicly-run human/social services system, administered at the local level, is highly desirable.

This proposal changes how human/social services are funded in Wisconsin in the following ways:

- ◆ Establishes statewide criteria for both functional eligibility and financial eligibility which is consistent throughout Wisconsin.
- ◆ Eliminates the current block grants and other assorted funding sources (such as Community Aids, Youth Aids, Community Option Program (COP), Community Integration Program (CIP)).
- ◆ Replaces the host of state and federal funding sources with an average rate for each person that meets the statewide eligibility criteria.
- ◆ Allows for an agreed upon percentage split between the state and counties for funding the rate.
- ◆ Derives average rates through the use of an independent rate setting commission that would base its proposed rates on sound actuarial data.
- ◆ Retains the ability of counties to provide and pay for services to individuals that do not meet the state eligibility criteria if they so choose.



HANDOUT IMAC TRAINING AND TECHNICAL ASSISTANCE (TATA) SUBCOMMITTEE ACTIVITIES REPORT

MARCH 18, 2004



2004 MEMBERSHIP

Keli Pope	Kenosha County
Vicki Jessup	BHCE
Vanessa Robertson	Milwaukee County
Deb Solis	Dane County
Jane Cheever	Iron County
*Jenny Hoffman	Brown County
Mary Oberer	Dane County
*Russell Yancey	Milwaukee County
Jeff Brikowski	BHCE
Susan Rusboldt	DHFS/Regional Office
Stacia Jankowski	BHCE
Dave Hippler	BHCE
Melissa Otter	BHCE
Lynda Fischer	DWD/ DWD-DHFS Partner Training Services (PTS)
Staci Wanty	UWO-CCDET/DWD-DHFS Partner Training Services (PTS)
Judy Johnson	UWO – CCDET/PAC
Margaret Romens	Dane County
Kevin Raines	Waukesha County/ DWD-DHFS Partner Training Services (PTS)
Julie Loebel	ACS/DWD-DHFS Partner Training Services (PTS)
Tricia Bless	UWO-CCDET/DWD-DHFS Partner Training Services (PTS)
*Theresa Fosbinder	BHCE/DWD-DHFS Partner Training Services (PTS)
* Co-chairs	

CHARTER

IMAC TRAINING AND TECHNICAL ASSISTANCE SUBCOMMITTEE

This subcommittee was created in 2003 to impact all aspects of training and technical assistance services to local agencies and their workforce according to individual needs to achieve better program integrity and customer service.

2003/04 ACTIVITIES

MEETING DATE	MEETING TOPIC	ACTIVITIES
August, 2003	Organization and Kickoff	<ul style="list-style-type: none"> Gathered membership and revised charter Reviewed DHFS/DWD training management structure (Partner Training Services – PTS) and overall direction Planned future agendas and activities.
December, 2003	Review of upcoming IM initiatives; high level discussion of distance learning initiatives	<ul style="list-style-type: none"> Created workplan and schedule for 2004 monthly meetings Participated in presentations and received handouts from BHCE staff about all upcoming IM initiatives Discussed high- level distance learning strategies.
January, 2004	Detailed discussion of distance learning tools and strategies	<ul style="list-style-type: none"> Debriefed from Food Stamp Application Processing distance learning course Participated in demo of Pathlore software used to support the PTS Learning Center Reviewed various classroom and material creation distance learning tools and products Made recommendations about assisting agency training staff in incorporating distance learning (direct outcome of this discussion was the February Wisline Web interactive presentation on the Transitional Food Stamp and Reduced Change reporting distance initiatives) Devised a customer service approach for supporting distance learning materials
February 2004	Continued detailed discussion of distance learning tools and strategies; creation of recommendations on critical training topics for review by and direction from IMAC	<ul style="list-style-type: none"> Participated in demo of WisLine Web virtual classroom tool Received update and made recommendations about plans for re-structuring worker profiles and reports in the PTS Learning Center (Pathlore) Created issue papers for review by IMAC on two main topics identified by the group as critical factors for the success of future training: <ul style="list-style-type: none"> When should training be mandatory? How do we obtain management and worker buy in for distance learning
March 2004	Revision of issue papers; address emergent needs with implementation of PTS Learning Center	<ul style="list-style-type: none"> Conducted meeting virtually using WisLine Web Revised issue papers on the above topics for presentation to IMAC Approved communication piece to agency trainers regarding use of PTS Learning Center in group settings

HANDOUT

IMAC Membership - DRAFT

BACKGROUND

The Department of Health and Family Services, Division of Health Care Financing employs qualified staff to plan, implement, and evaluate program policies and procedures and to carry out statewide Income Maintenance (IM) programs. IM programs are defined in the IM Appendix to the State and County Contract Covering Social Services and Community Programs as the Food Stamp Program, Medicaid/BadgerCare Program, Family Care Program, Caretaker Supplement Program, and the Funeral and Cemetery Aids Program.

The Income Maintenance Advisory Committee (IMAC) was convened in the 1980's to examine issues and develop options and specific actions necessary to make meaningful progress in achieving statewide quality IM programs. Under the current IM Appendix, the IMAC is described as "A body of local representatives selected under the Department's Policies and Procedures to provide input and advice to the Department on matters relating to IM programs and this contract."

Recommendations submitted to IMAC are intended to provide local agency input into potential programmatic, procedural or policy issues to be considered by the state. Although the state has final decision-making authority, the recommendations of IMAC will be considered.

IMAC MEMBERSHIP

Co-Chairs

The Committee shall be co-chaired by one state representative from DHFS who is to be appointed by the Administrator of the Division of Health Care Financing in DHFS. The appointed state Co-chair shall appoint an acting Co-chair in the event the Co-chair cannot attend a particular meeting.

The Committee shall also be co-chaired by one local agency representative who shall be appointed by the Wisconsin County Human Services Association(WCHSA). WCHSA shall also appoint one member as acting Co-chair in the event the Co-chair cannot attend a particular meeting. The Co-chair shall serve as long as approved by WCHSA, but no longer than three years.

Local Agency Representation

WCHSA shall determine which local agencies will have official representatives as members of IMAC. The Director of each agency determined to have representation by WCHSA shall nominate one representative from the agency.

In addition to the local agency Co-chair, up to 12 official IMAC members shall be chosen. WCHSA shall ensure that two agencies from each of the five DHFS regions in the state are represented. In addition, there shall be at least one Milwaukee representative and one tribal representative. Representation shall be chosen to assure a mix of agencies of various sizes.

Initially, 1/3 of the members shall serve a one-year term, 1/3 of the members shall serve a two-year term, and 1/3 of the members shall serve a three-year term. New members shall then serve a three-year term. Members may be reappointed.

State Representation

The State will not appoint official members to the IMAC. The State will be responsible for Co-chairing the IMAC and subcommittees and assuring that appropriate state staff attends the IMAC to provide information about the agenda topics.

Other Public Input

The IMAC meetings are open public meetings. The agendas for each meeting shall include a public input period.

MEMBER RESPONSIBILITIES

All members are responsible for assessing program needs or identifying concerns that are to be addressed by the committee.

Local Representatives

WCHSA shall assign each local representative to represent all agencies in their region. Each local agency member of IMAC is responsible to:

Communicate issues discussed at the IMAC, including issues brought forth by IMAC subcommittees to the IM agencies in their region;

Be the primary contact for input to the IMAC for all agencies in their region, and bring issues to the IMAC on behalf of those agencies;

State

Although the state does not have official membership apart from the Co-chair, the state is responsible for staffing the committee and bringing new initiatives and other relevant issues to the committee for input.

Co-Chairs

The Co-Chairs are responsible for jointly establishing the agenda for each IMAC meeting.

The State Co-Chair is responsible for ensuring that minutes from the meeting are published.

The State Co-Chair is responsible for ensuring that the IMAC website is updated.

The Local Agency Co-Chair is responsible each year for providing the DHFS Co-Chair with an updated list of members.

MEETINGS

The Income Maintenance Advisory Committee will meet once per month or as needed. Meetings are regularly scheduled on the third Thursday of each month.

IMAC SUBCOMMITTEES

To assist with its overall responsibilities and to address specific issues, the IMAC has established subcommittees. Subcommittees are determined each year jointly by the state and local agency representatives. The IMAC coordinates assignments and determines follow-up initiatives assigned to subcommittees.

Each subcommittee is co-chaired by a local agency representative and a DHFS representative. The co-chairs of the subcommittee are responsible for keeping membership current and appropriate. Assistant Area Administrators for IM shall have the opportunity to appoint one representative to each subcommittee. Subcommittee membership can include other public associations and interest groups.

The subcommittees should use a standard format to present policy options, pros/cons, and subcommittee recommendations to the IMAC.

Co-chairs of the subcommittees are responsible to submit electronic versions of the subcommittee's agendas and minutes to the person appointed by the DHFS IMAC Co-chair for publication on the IMAC website.